About Reconciling PCard Transactions:
In order to comply with Fiscal policy and to make payment to the PCard Vendor for monthly activity, each PCard holder must reconcile their transactions per the Agency PCard requirements and CAAP Manual. Every day, transactions are loaded into Cardinal from the PCard Vendor in a "Staged" status. The PCard holder can access those transactions by their name. Administrators can access transactions for all of their assigned users. Transactions are verified for accuracy and additional data is entered to include budget distributions, descriptions, vendor ID and eVA PO status. Once "Verified", the transactions will transmit to the Supervisor for approval.

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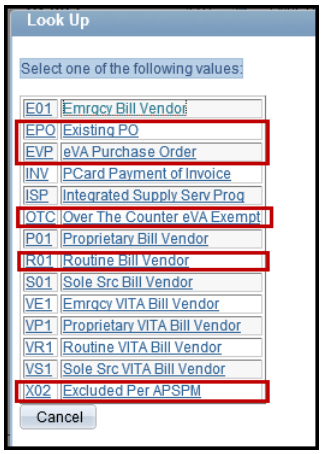
As a PCard holder, you are aware of Agency purchasing requirements and what type of purchase or payment transaction you are reconciling. Some of your transactions may be related to an existing Purchase Order or may be exempt from Purchase Order. Some transactions may have been made "over the counter" (OTC).

Cardinal defaults all transactions to OTC.

eVA PO Type

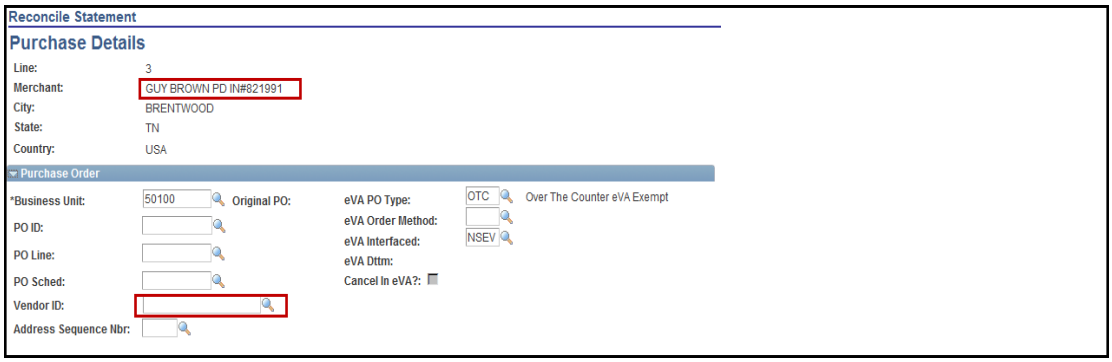


The typical categories used for PCard transactions are shown.

- **EPO** is used when making a PCard payment against an existing Cardinal Purchase Order.
- **EVP** is used when making a PCard payment against an eVA Purchase Order/DO.
- **OTC** is used for transactions that are performed at the counter (point of sale) and a receipt is in hand.
- **R01** is used to generate a confirming Purchase Order in eVA and sent to the Merchant.
- **X02** is used when the transaction is exempt from a Purchase Order, per the APSPM.
- **INV** is used for payment of non-PO related invoices and is not generally used.

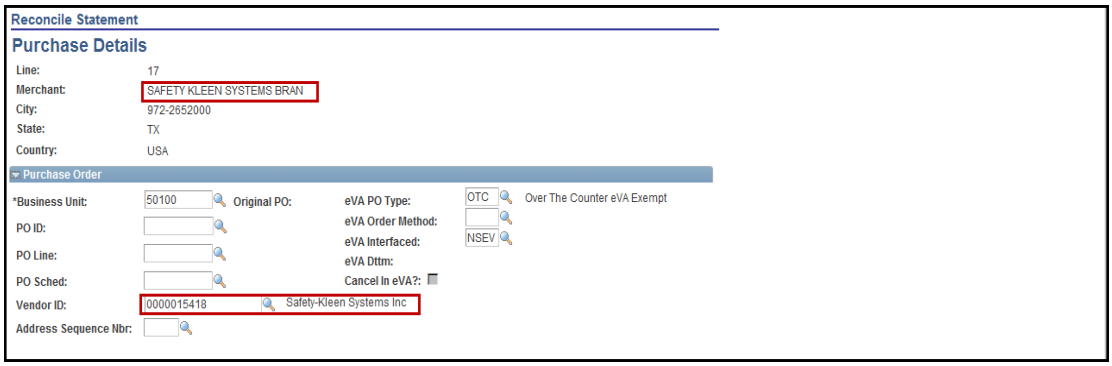
PCard Merchant and Vendor ID Matching

PCard transaction data and Merchant names are loaded into Cardinal from the PCard Vendor file. In order to properly reconcile the PCard statement and to capture SWAM and related spending, the merchants need to be set up as “Preferred Vendors” in Cardinal.



When reconciling a transaction and on the Purchase Details page you do not find the **Vendor ID** populated, the Merchant name shown is not matched to a **Vendor ID** in Cardinal as a **Preferred Vendor**. To set the Merchant to a preferred vendor status, contact your PCard Administrator and provide the Merchant Name and Vendor ID that should be used.

See: **PCard Merchant to Preferred Vendor Set-Up** Jobaid.



When you see the **Vendor ID** populated, the Merchant name shown is matched to a **Vendor ID** in Cardinal, as a **Preferred Vendor**.

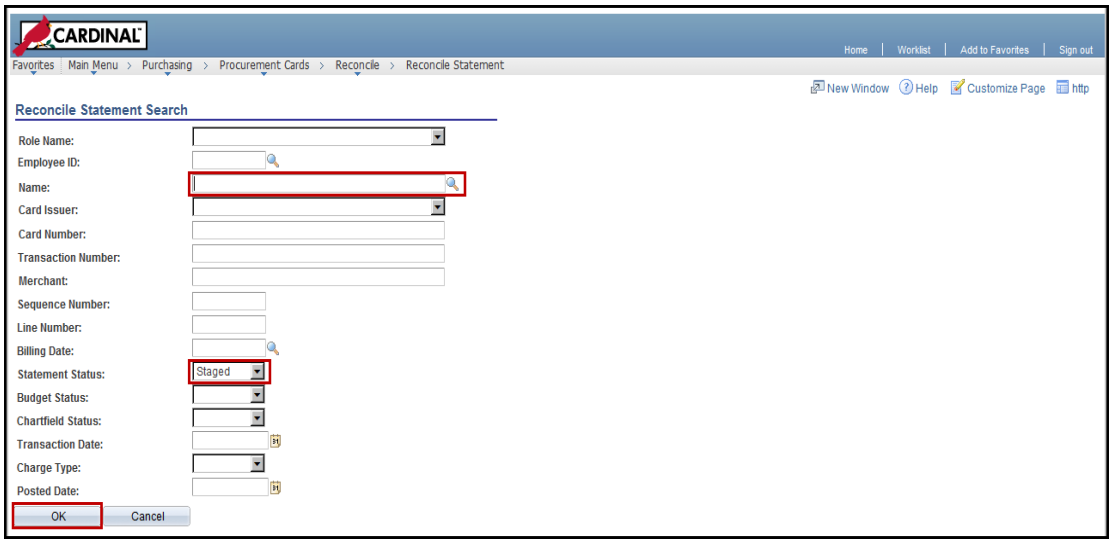
If the transaction is related to a Purchase Order and is **not** OTC, a **Vendor ID** is required. If the field is blank, use the look-up icon to search for the related vendor.

In the event a Vendor name is not found in Cardinal, retain the **eVA PO Type** as **OTC** and document the transaction details in the **Comments** field. **ASD must be notified for eVA Dashboard reporting**.

Reconcile Statement:

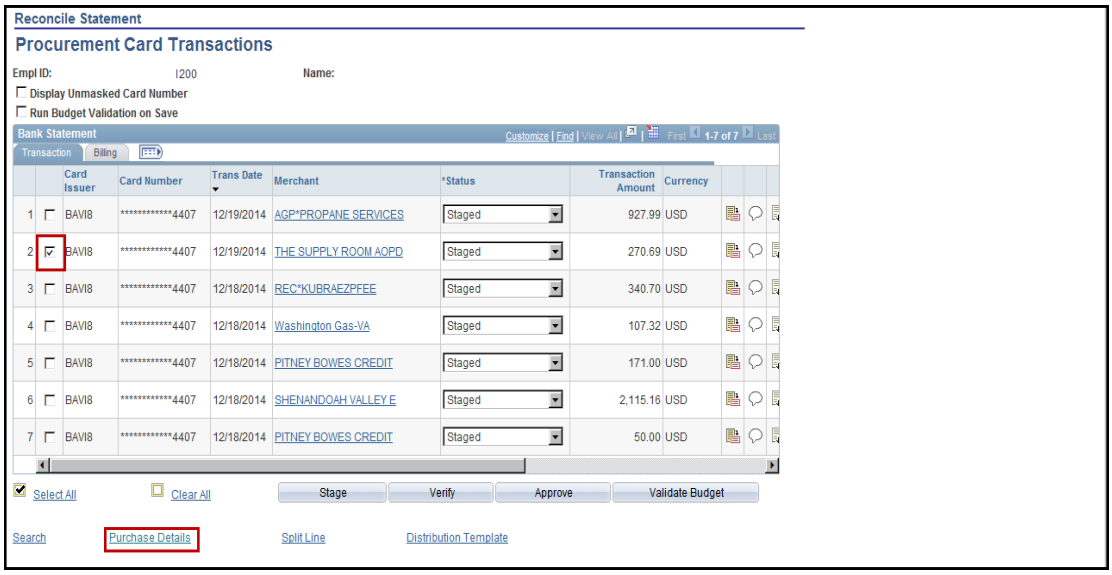
The following steps apply to all transactions.

Navigate: **Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**



1 Select PCard holder **Name** and **Statement Status**. Select **Staged**.

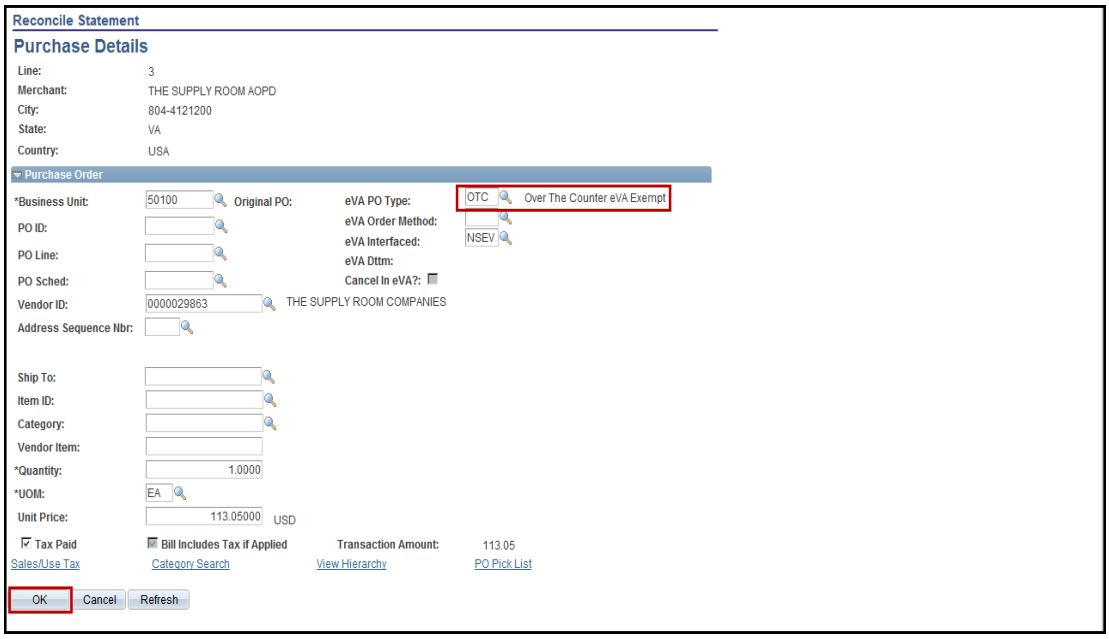
2 Click **OK**



Transaction(s) listing are displayed.

3 Select (check) transaction

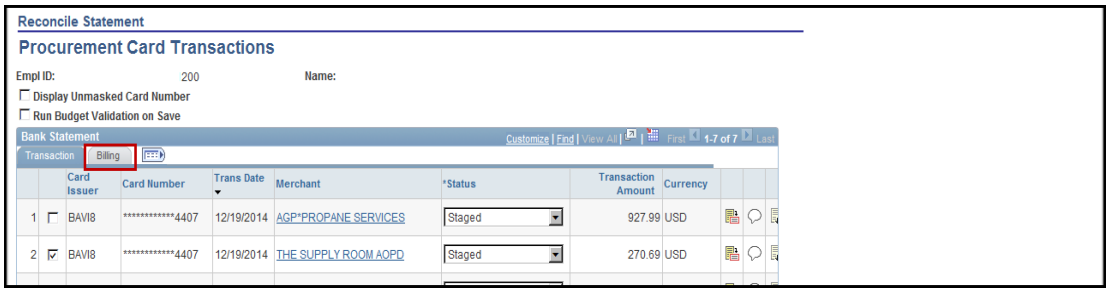
4 Click on **Purchase Details** hyperlink. If you do not click into the hyperlink, the **eVA PO Type** will not display on the **PCard Monthly Statement** query.



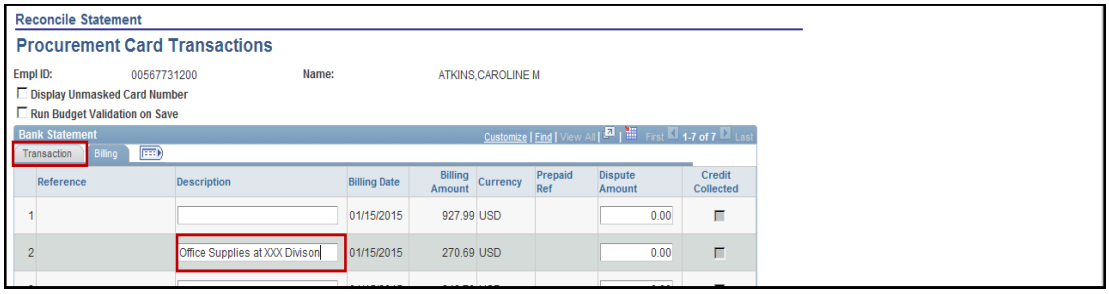
5 Select the appropriate **eVA PO Type.**

See **eVA PO Type** examples on pages **9 – 16** for detailed information.

6 Verify or Edit the populated information and Click **OK**.



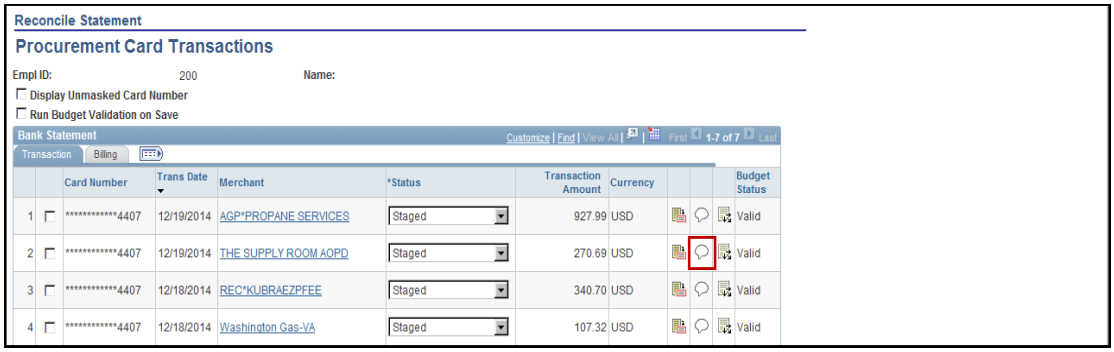
7 Click on the **Billing** tab.



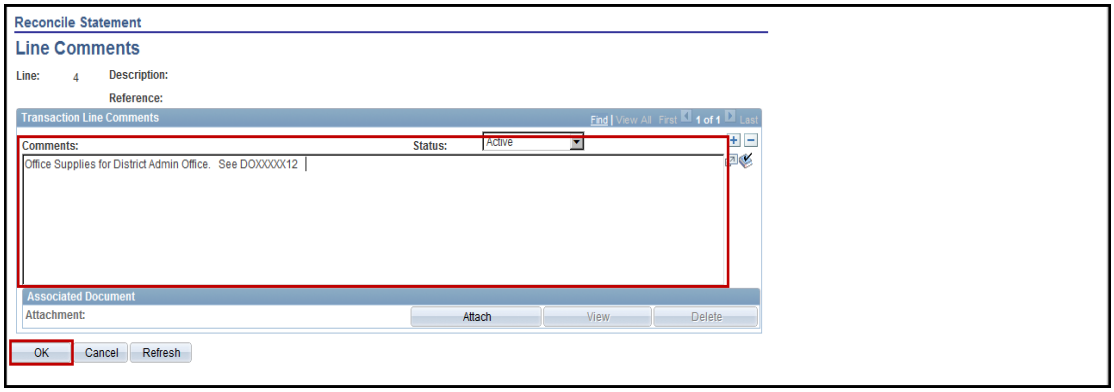
8 Enter **Description** of items purchased.

This will display on the **Monthly PCard Statement** query.

9 Click back on the **Transaction** tab.

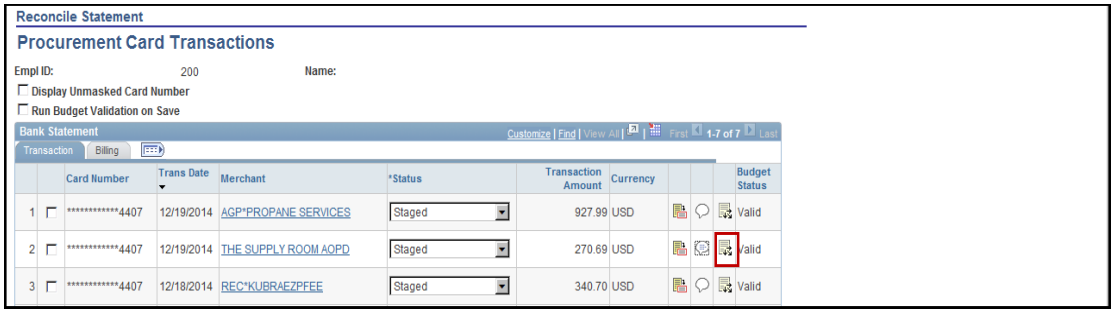


10 Click on the **Comments** icon.

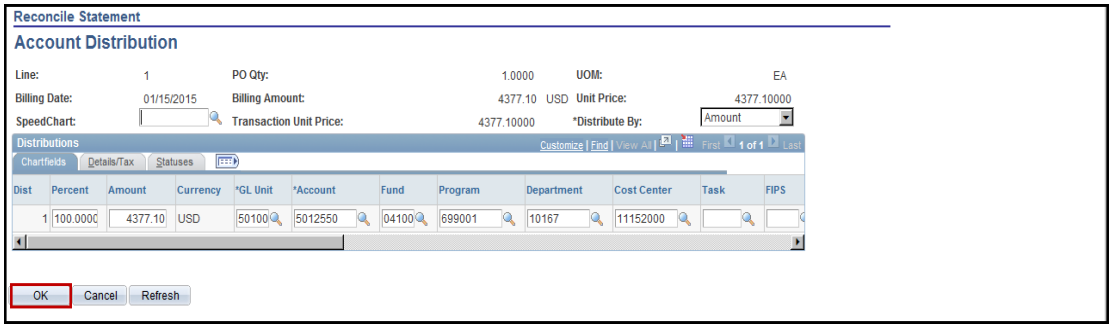


11 Enter a **Comment** that clearly identifies the transaction for all to understand. If necessary or as required, you may enter multiple comments and attach associated documents; i.e. procurement required documents (vendor quote, receipt, etc.)

12 Click **OK.**

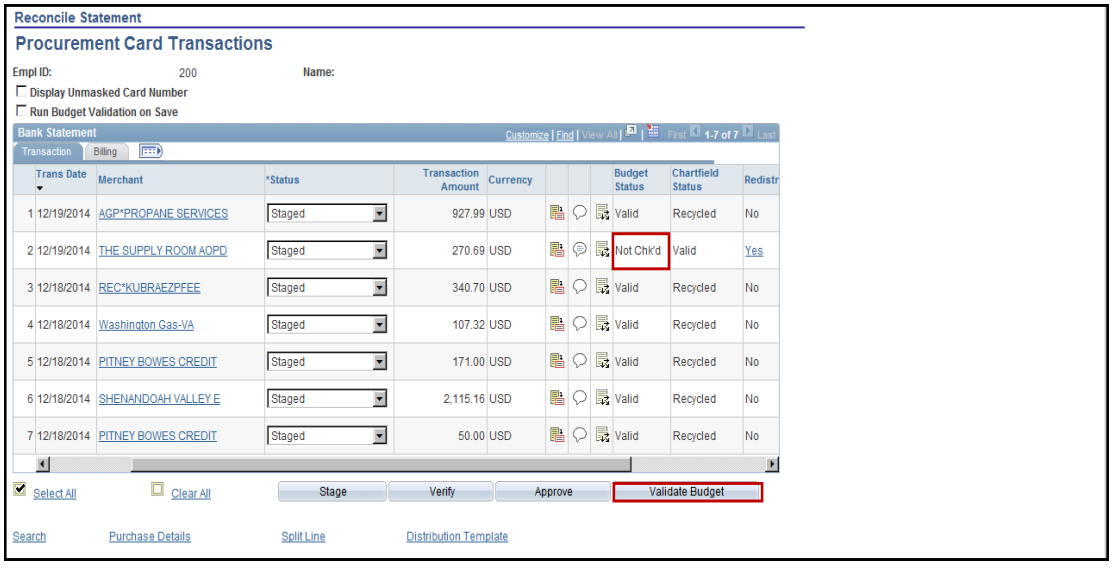


13 Click the **Distribution** icon.



14 Enter a valid distribution code (Cost Center or Project).

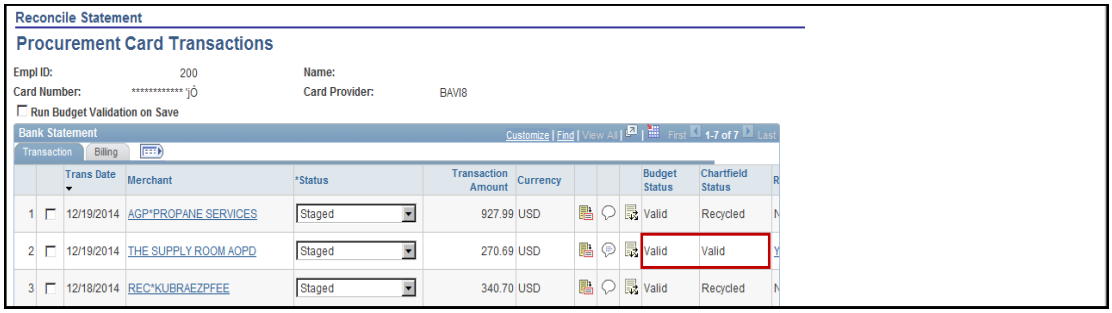
15 Click **OK**



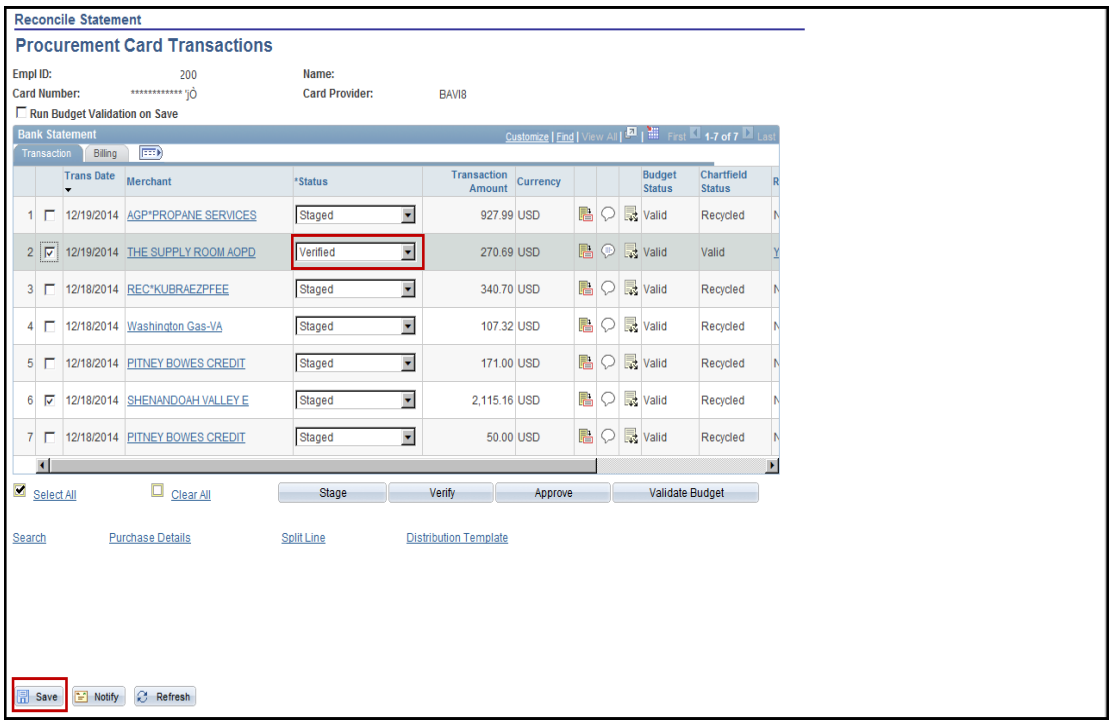
Budget status changes to **Not Chk'd**

16 Click on the **Validate Budget** button.

Transaction line must be checked to validate budget. You may check more than one line when validating budget.



Budget status changes to **Valid.**



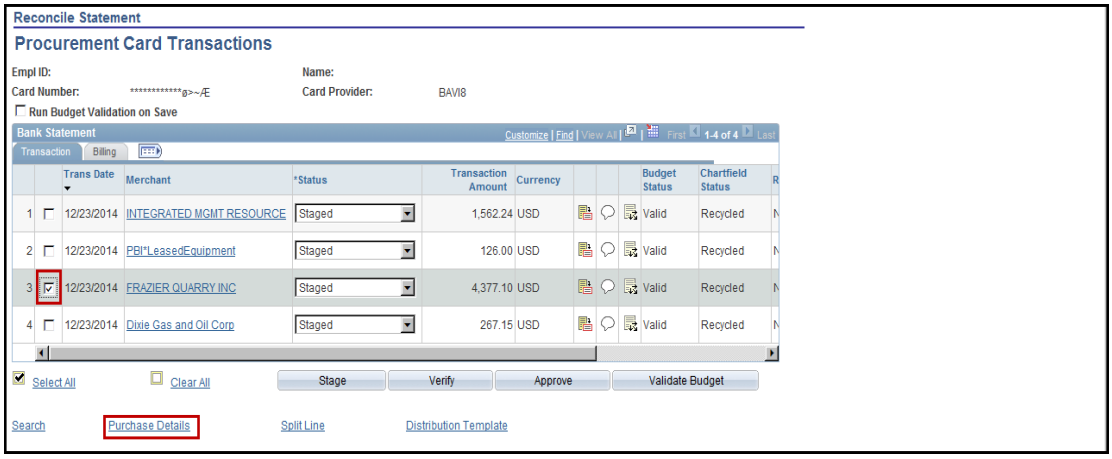
17 Change status to **Verified**.

18 Click on **Save**.

When the search page is refreshed, the transaction will drop from your list. Verified transactions will populate onto the Supervisor's Pagelet for approval action.

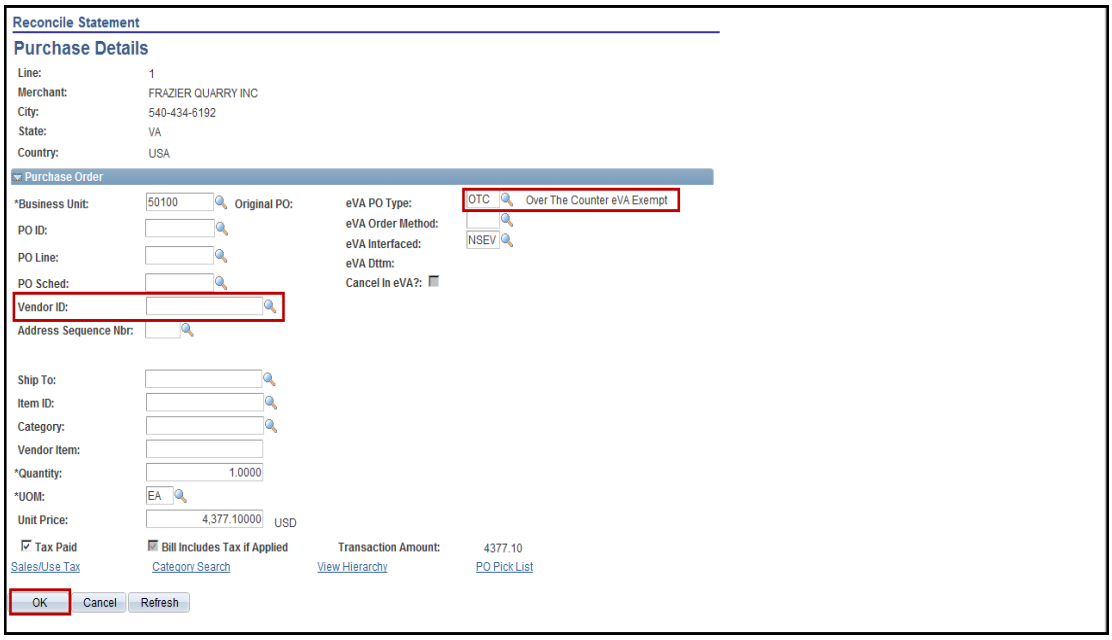
eVA PO Type Examples:

*** OTC (Over the Counter)**



19 **Check** a transaction to be reconciled.

20 Click on the **Purchase Details** hyperlink. If you do not click into the hyperlink, the **eVA PO Type** will not display on the **PCard Monthly Statement** query.

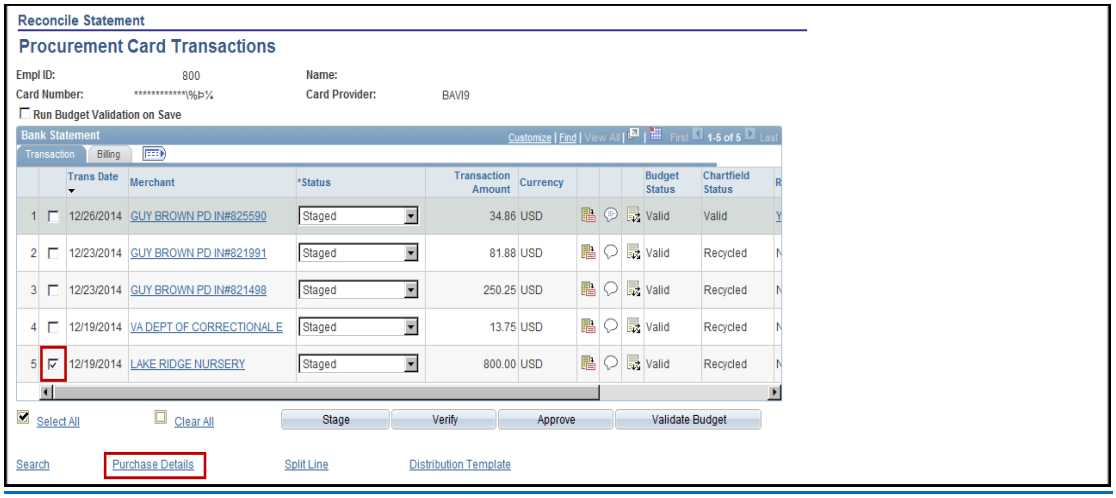


Transaction line details are displayed.

eVA PO Type defaults as **OTC** (Over the Counter). In this case, you also see that the **Vendor ID** is not displayed. If this is accurate as shown, no additional details are required.

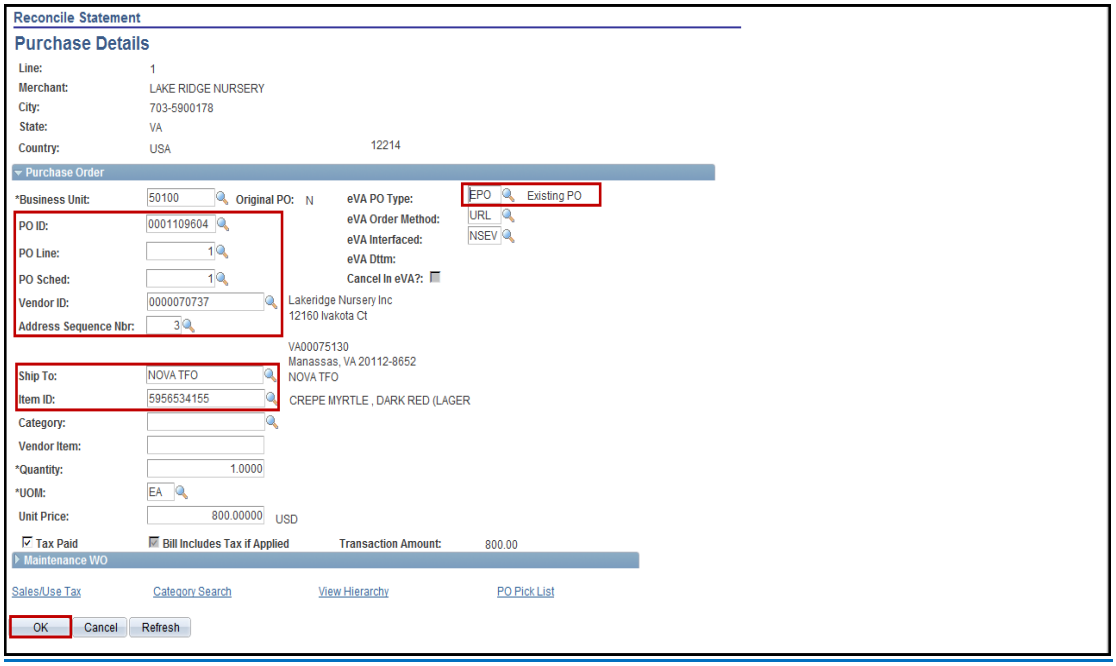
21 Click **OK**.

*** EPO (Existing Purchase Order)**



22 Select the transaction related to an existing purchase order.

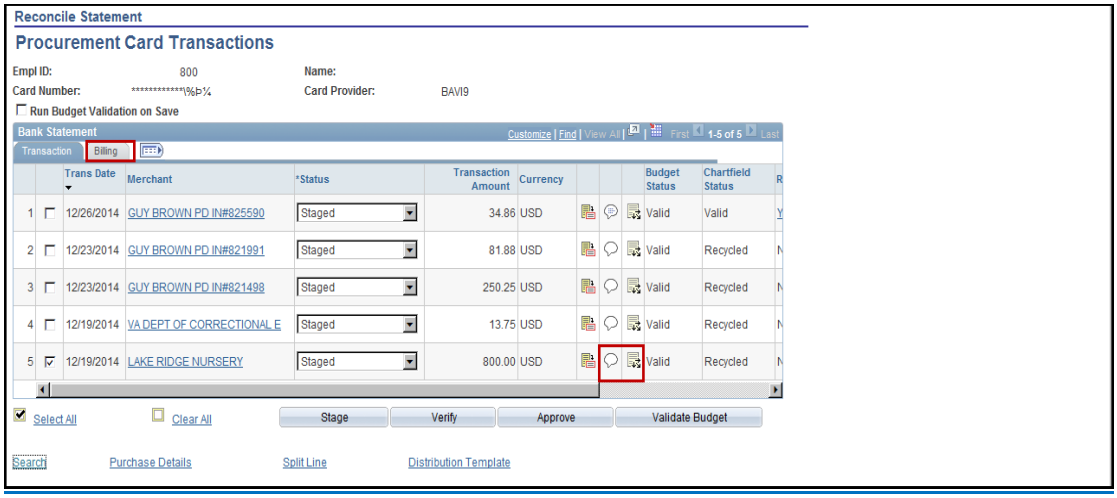
23 Click on the **Purchase Details** hyperlink.



24 Change **eVA PO Type** to **EPO** as shown.

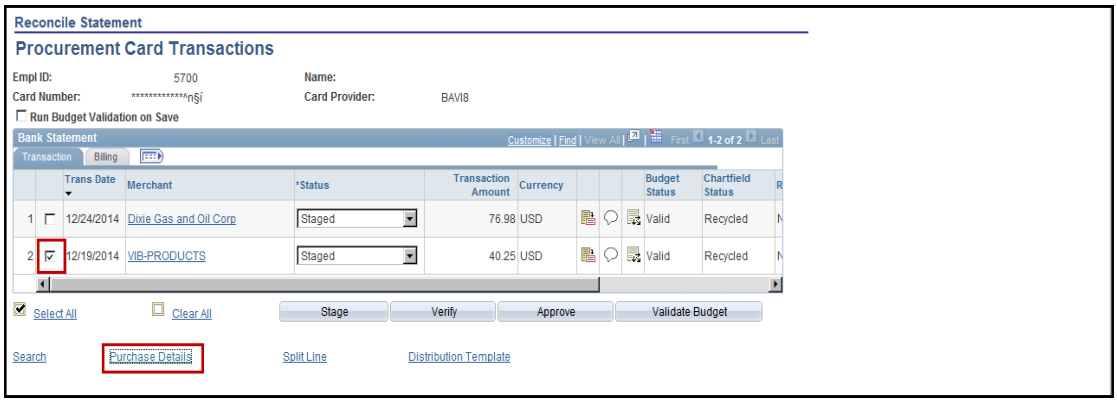
25 Enter **PO ID**, **PO Line**, **PO Sched**, **Vendor ID (if empty)**, **Address Sequence Nbr**, **Ship To** and **Item ID**. If the NIGP item is matched to the vendor ID, the Item ID lookup will display those Items for selection. If not, you must clear the Vendor ID field first. Enter the selected item and re-enter the Vendor ID.

26 Click **OK**.



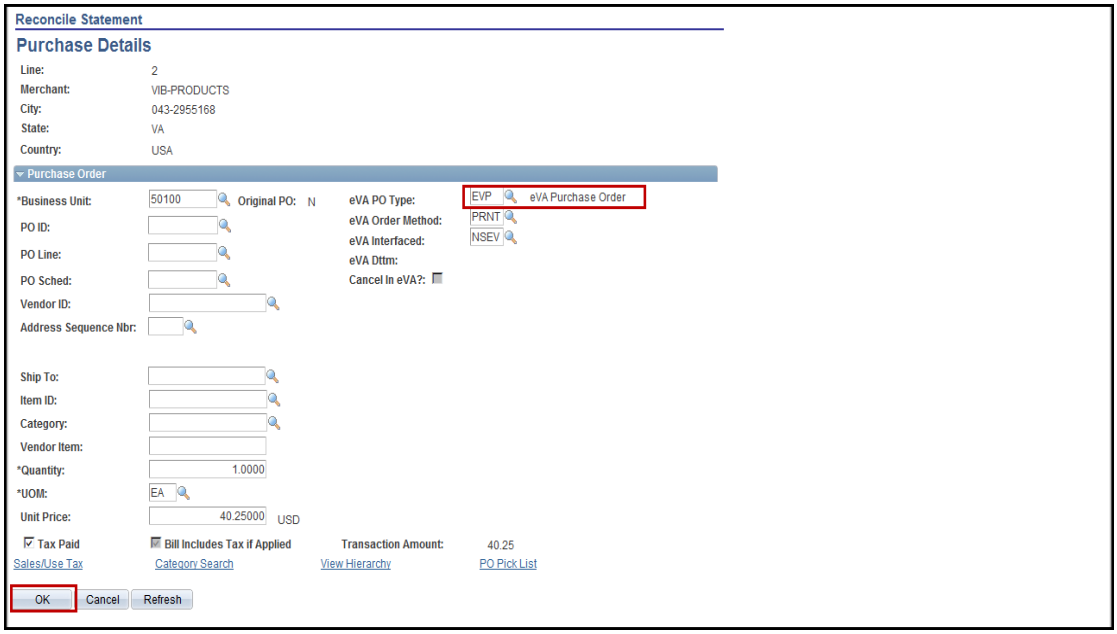
* Transaction is ready for **Billing** (Transaction Description), **Comments** and **Budget** distribution charges.

*** EVP (eVA Purchase Order/DO)**



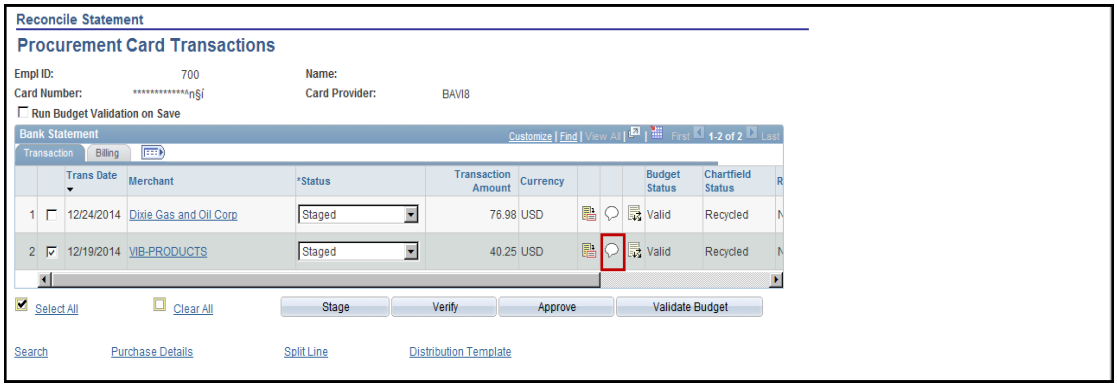
27 Select transaction.

28 Click on the **Purchase Details** hyperlink.

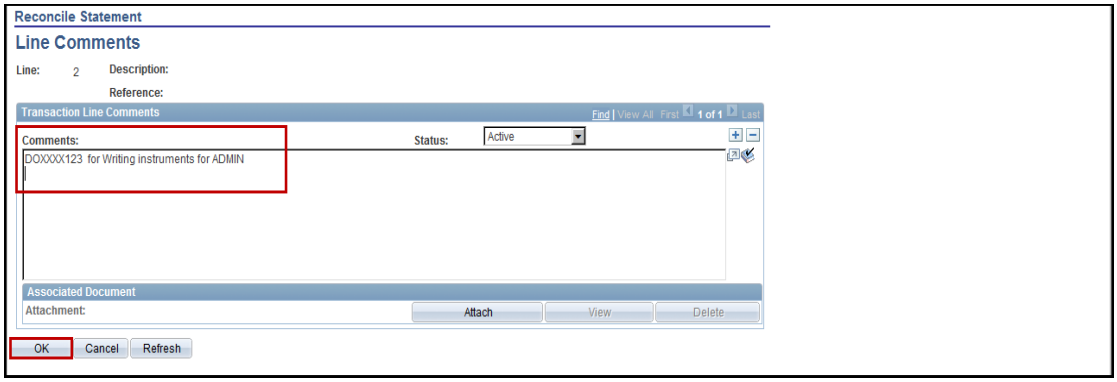


29 Change **eVA PO Type** to **EVP** as shown. No other information is required.

30 Click **OK**.

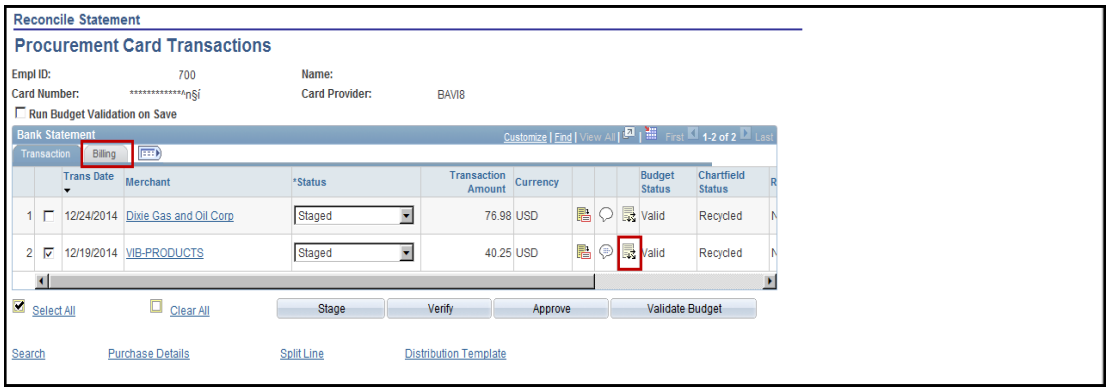


31 Click on the **Comments** icon.



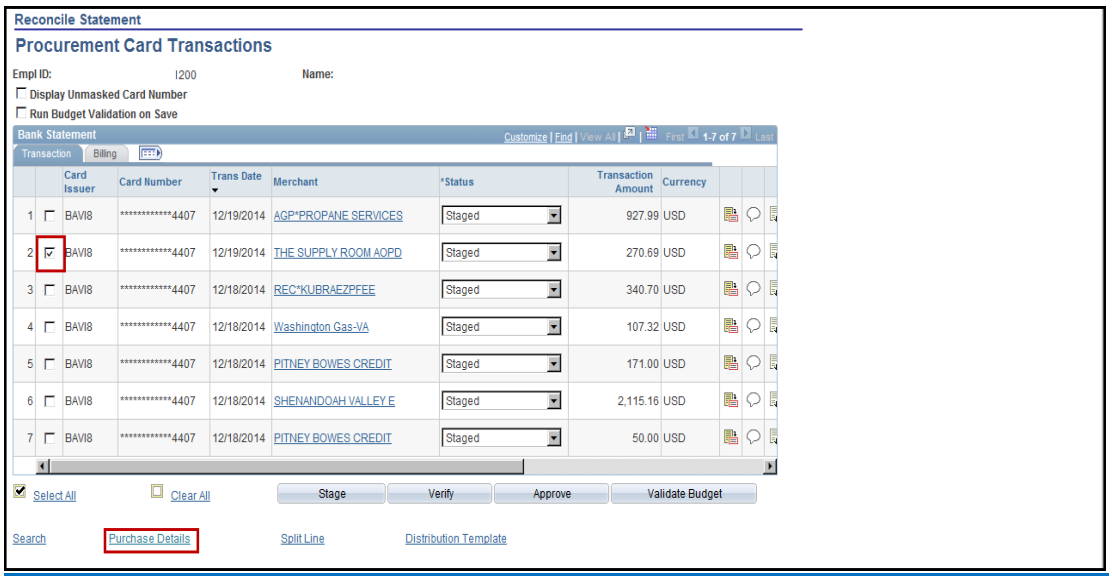
32 Enter the **DO #** and any additional comments. You may attach associated documents if needed.

33 Click **OK**.



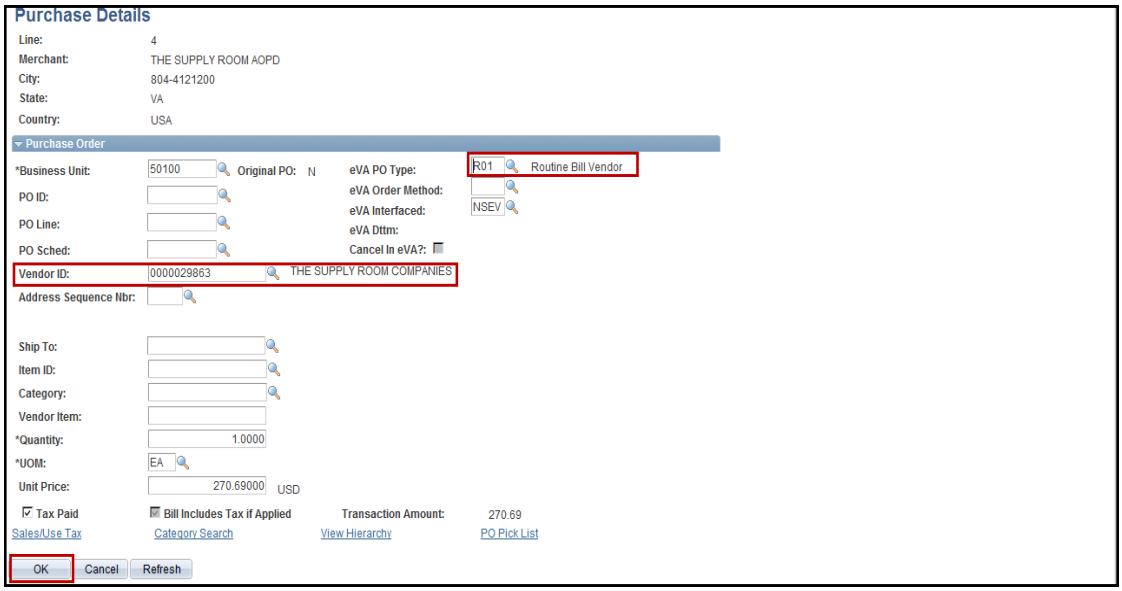
* Transaction is ready for **Billing** (Transaction Description) and **Budget** distribution charges.

*** R01 (Routine Bill Vendor)**



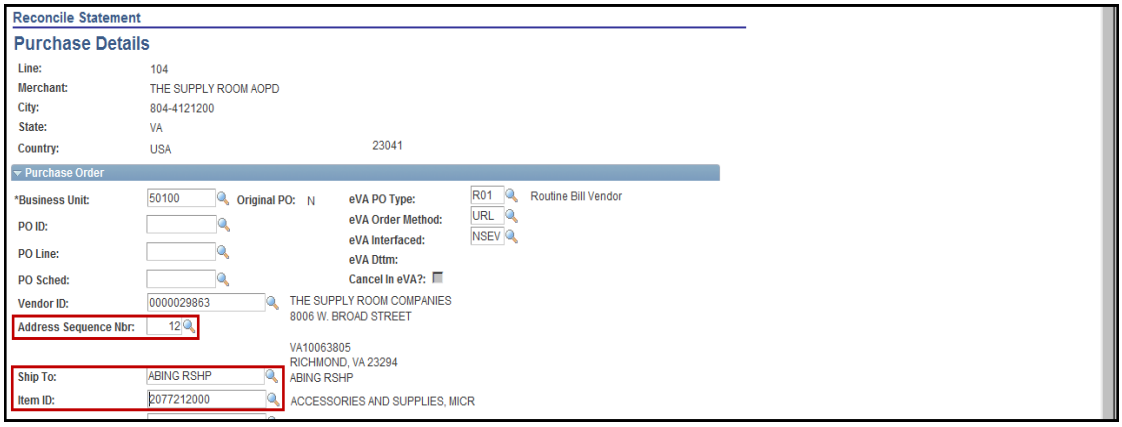
34 Select the transaction.

35 Click on the **Purchase Details** hyperlink.



In this case, the Vendor is shown. That means the Merchant has been matched to the Cardinal Vendor ID and is a Preferred Vendor. This transaction was for “office supplies” and ordered over the phone. It is not exempt and must be reported to eVA per the APSPM. A “confirming order” will be sent to eVA and eVA will forward the order to the vendor.

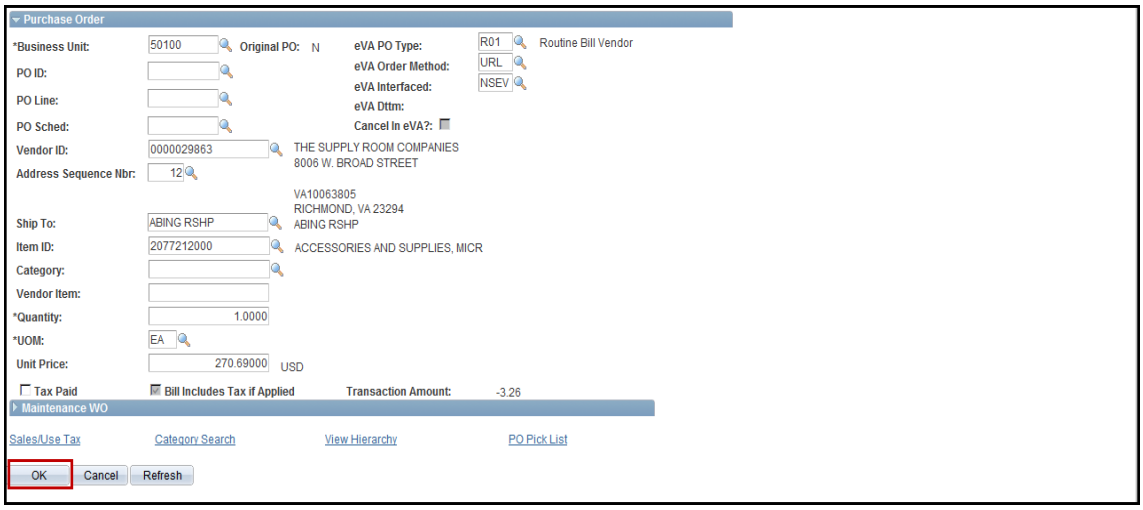
36 Change **eVA PO Type** to **R01**, as shown. When using **R01**, an **Item** must be selected.



37 Enter **Address Sequence Nbr.**

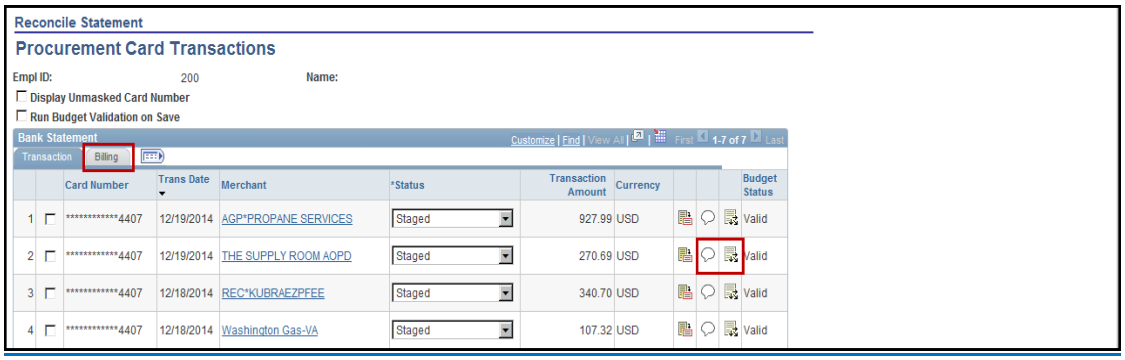
38 Enter **Ship To** location.

39 Enter **Item ID**.



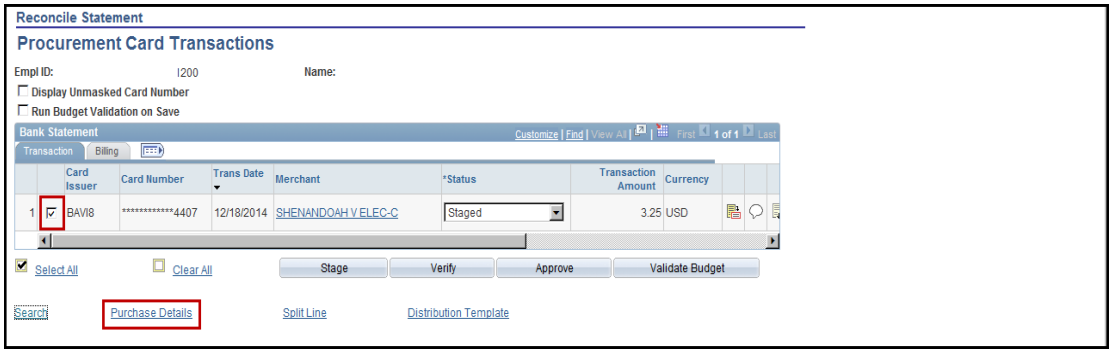
Only those Items that are related to the vendor will be available. If none found, clear the Vendor field, insert the **Item ID** and re-enter the **Vendor ID**.

40 Click **OK.**



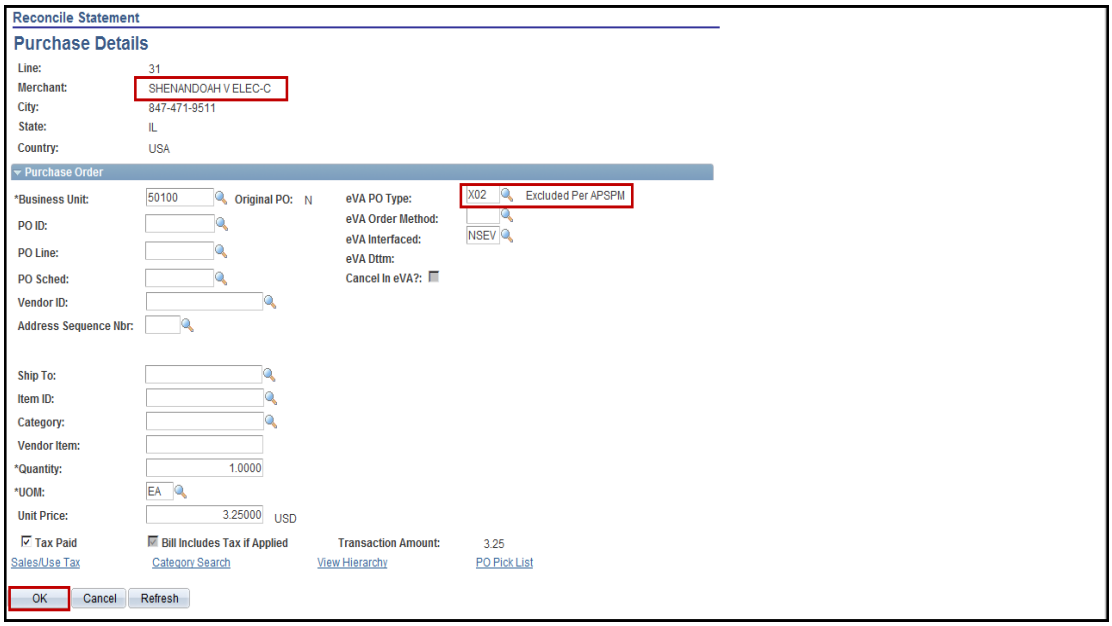
* Transaction is ready for **Billing** (Transaction Description) **Comments** and **Budget** distribution charges.

*** X02 (Excluded per APSPM)**



41 Select the transaction.

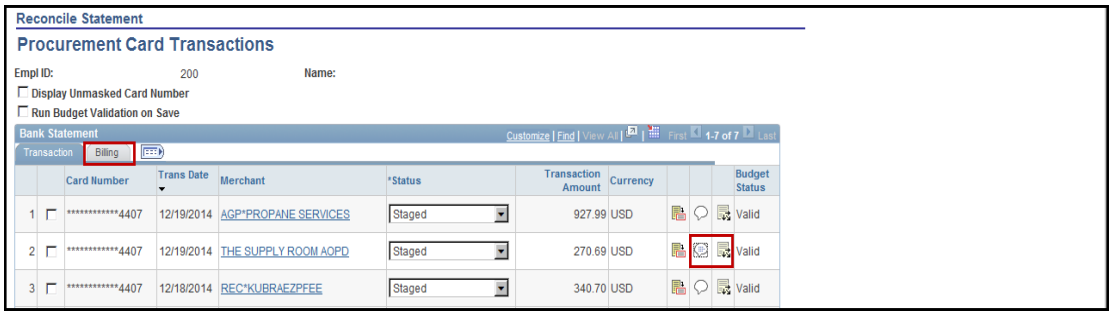
42 Click on the **Purchase Details** hyperlink.



This transaction is specific to the payment of a Utility (electric bill) invoice.

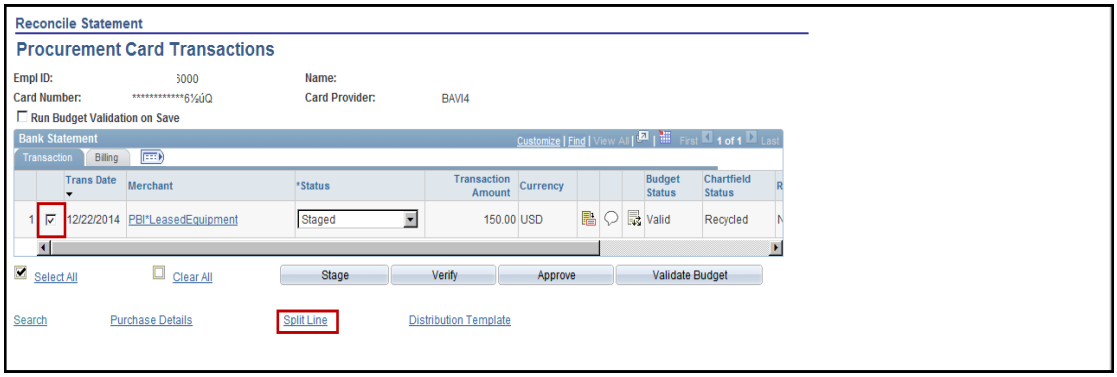
43 Change **eVA PO Type**, as shown. No additional details are required.

44 Click **OK**

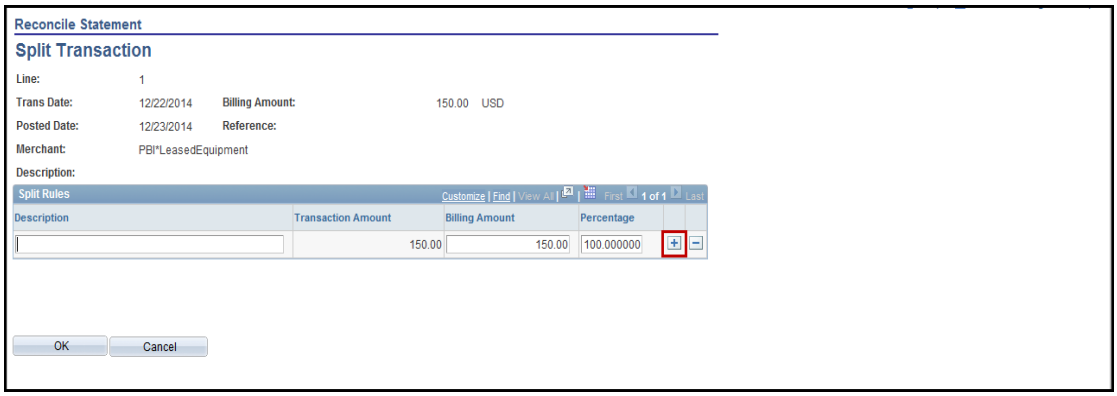


* Transaction is ready for **Billing** (Transaction Description) **Comments** and **Budget** distribution charges.

SPLIT LINE:

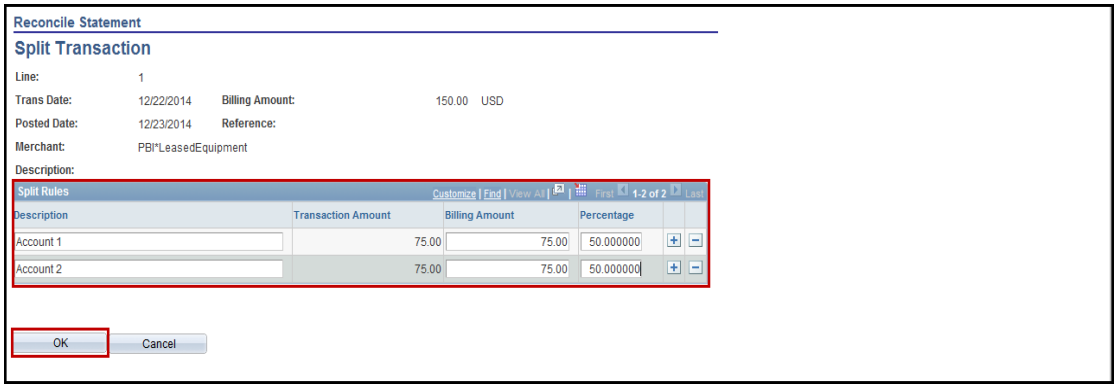


45 Select a transaction and click on the **Split Line** hyperlink.



In this example, you are going to split this amount 50/50 using different Account codes.

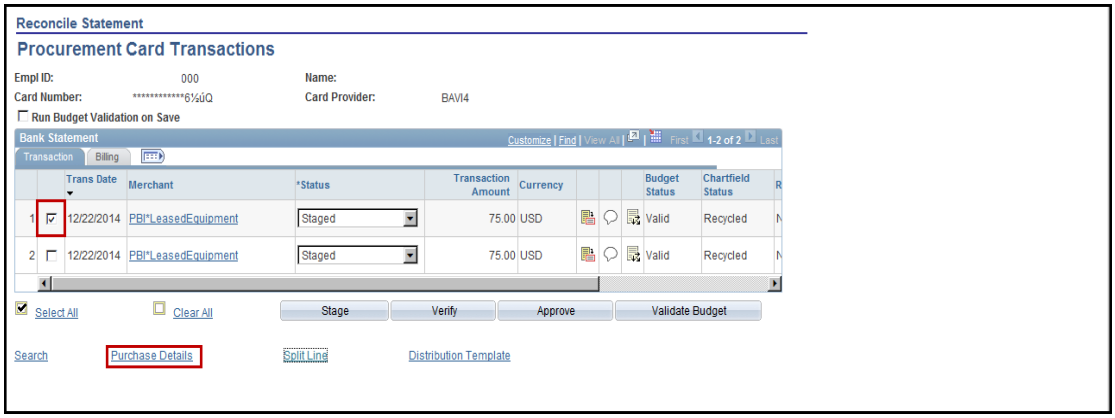
46 Click on the **+** Plus sign to add a row or multiple rows.



Entering a **Percentage** or changing the **Billing Amount** on a line automatically calculates/splits the transaction amount.

47 Enter a **Description** and edit **Billing Amount** or **Percentage** (as desired) and click **OK**.

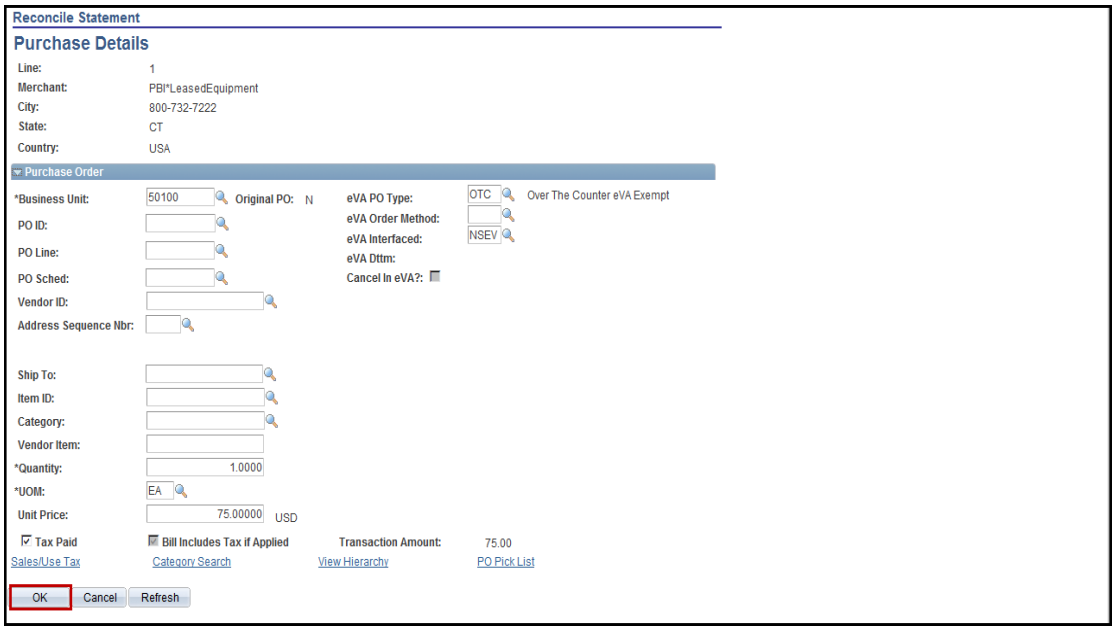
This will display on the **Monthly PCard Statement** query.



There are now 2 equally split Staged transactions on your list to reconcile.

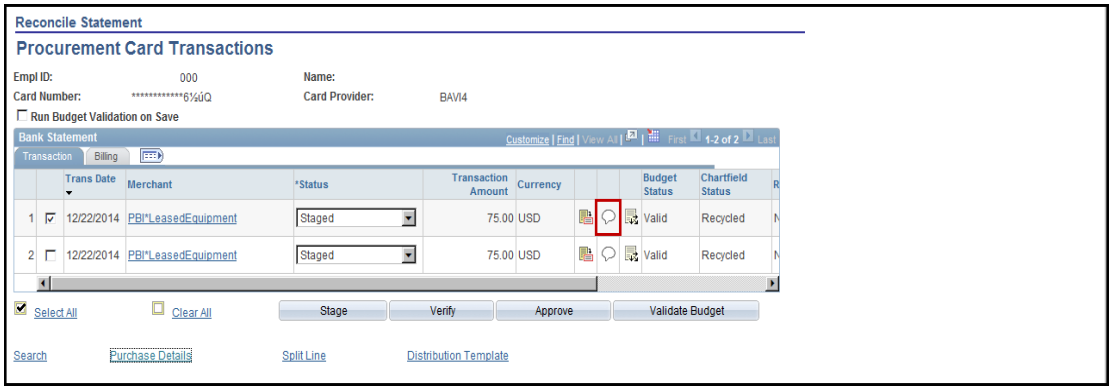
*******You must enter all required information into both (all) Split Lines in order to **Save** and reconcile the original single transaction.

48 Select the transaction and click on the **Purchase Details** hyperlink.

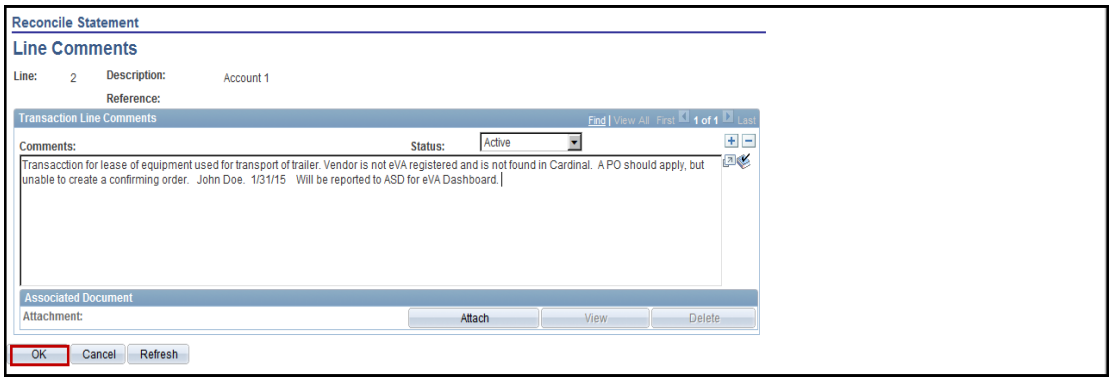


In this case, the Merchant name does not show and is not found in Cardinal. Select the appropriate **eVA PO Type** and document the transaction in the **Comments**.

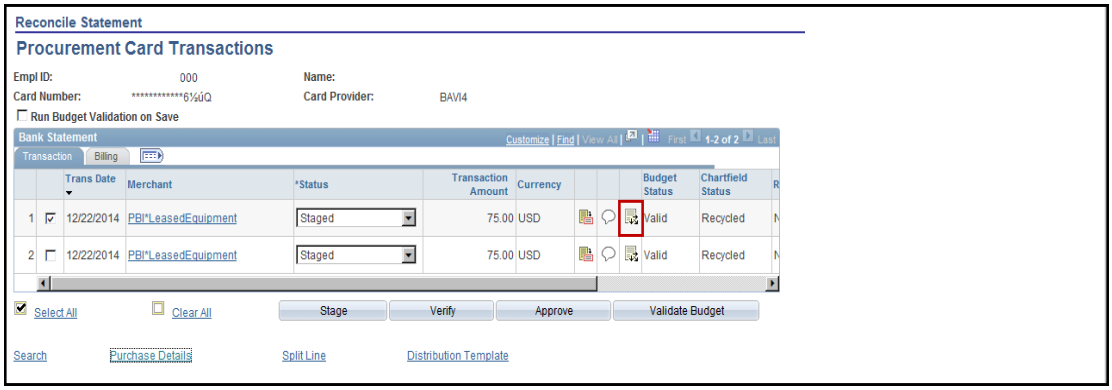
49 Click **OK**.



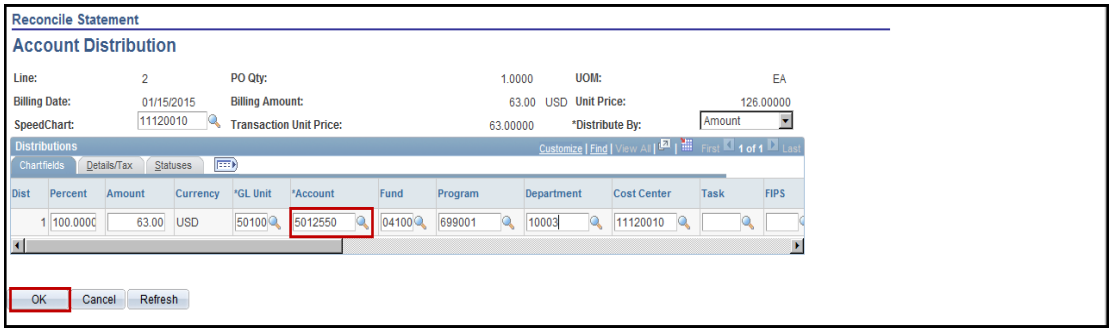
50 Click the **Comments** icon.



51 Click **OK**.

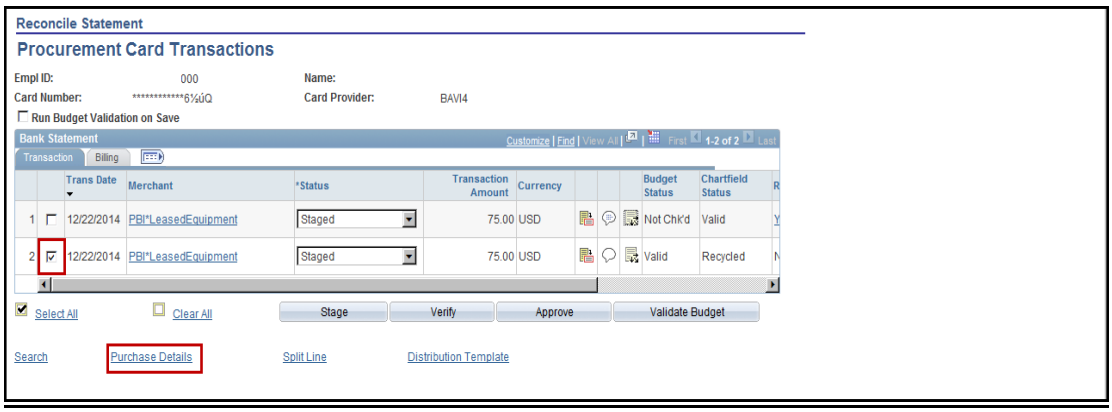


52 Click on the Distribution icon.

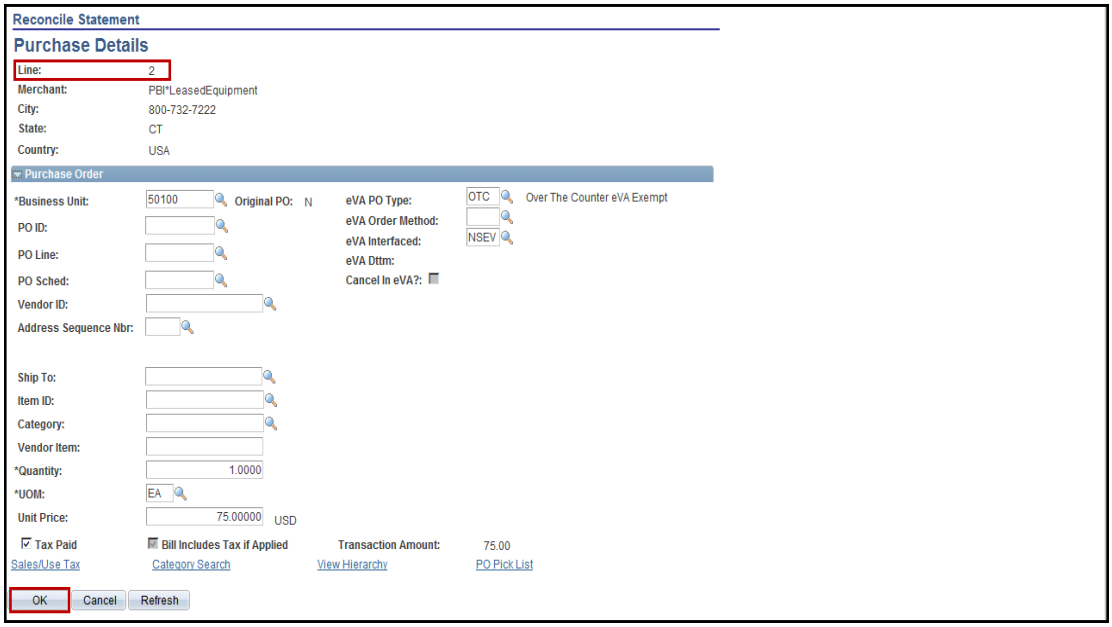


53 Enter a valid distribution. In this example you are splitting the account type.

54 Click OK.

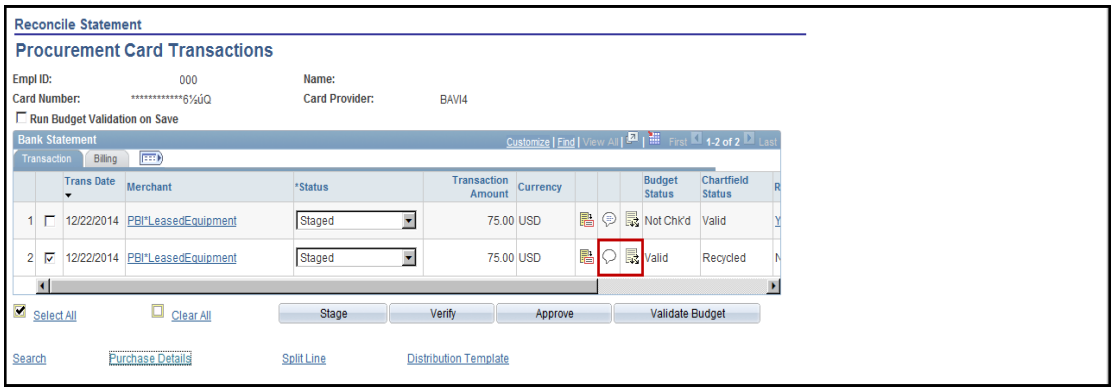


55 Select the 2nd Split transaction and click on the **Purchase Details** hyperlink.

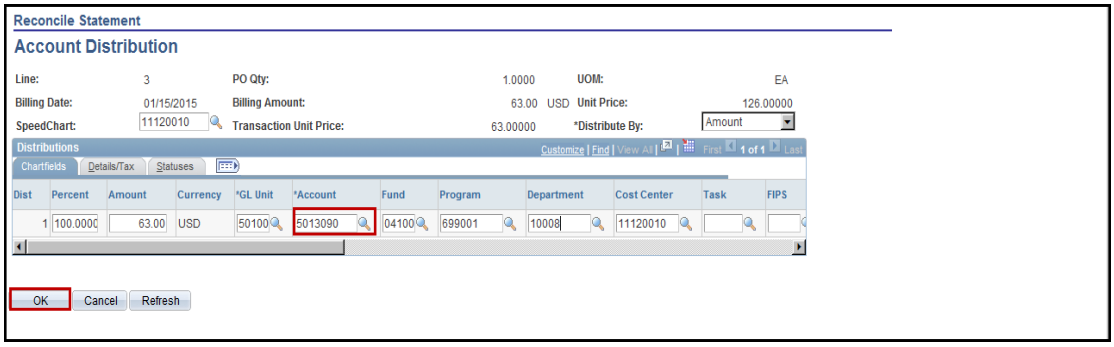


Select the appropriate **eVA PO Type**. Notice split line # is shown above.

56 Click **OK**.

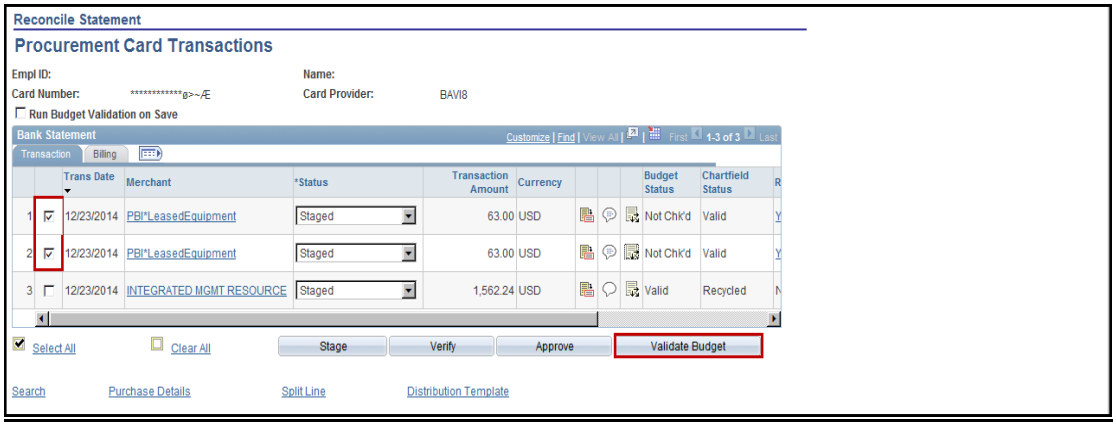


Enter **Comments** and **Distribution**.



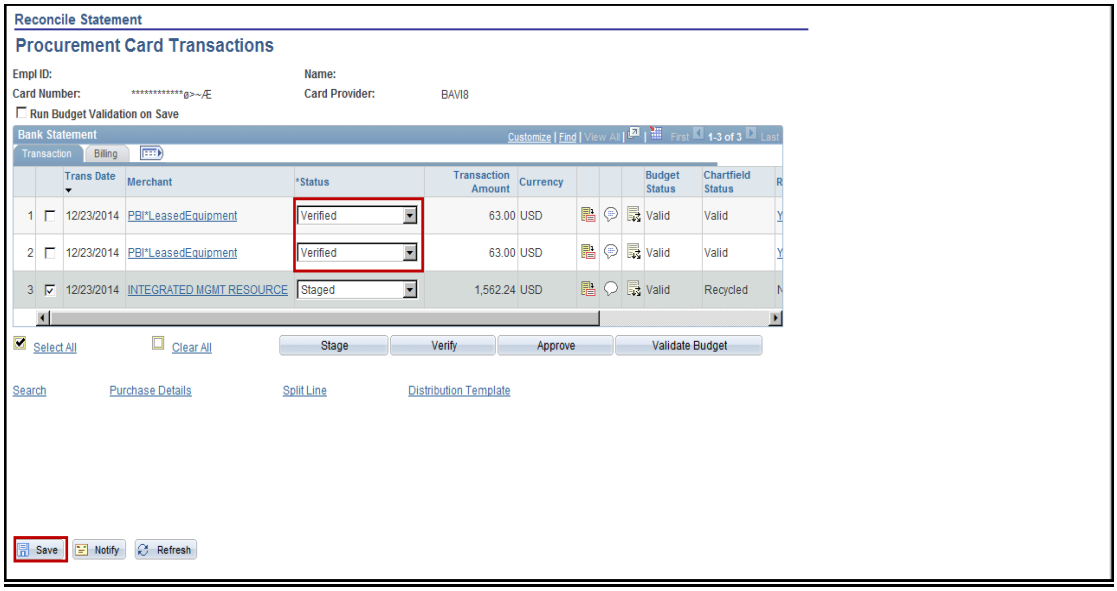
57 In this example, a different **Account** is used.

58 Click **OK**.



59 Check both Split Line transactions.

60 Click **Validate Budget** icon.



61 Change **Status** to **Verified** and click **Save**. **Split Line** reconciliation is Complete.